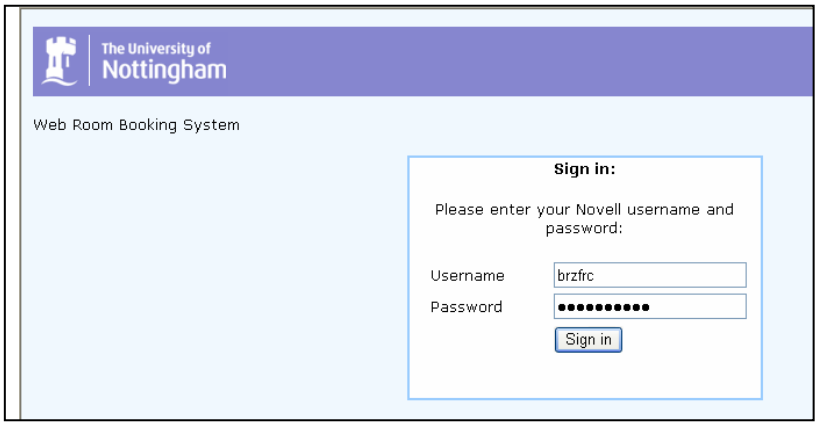
How to use the Web Room Booking Product

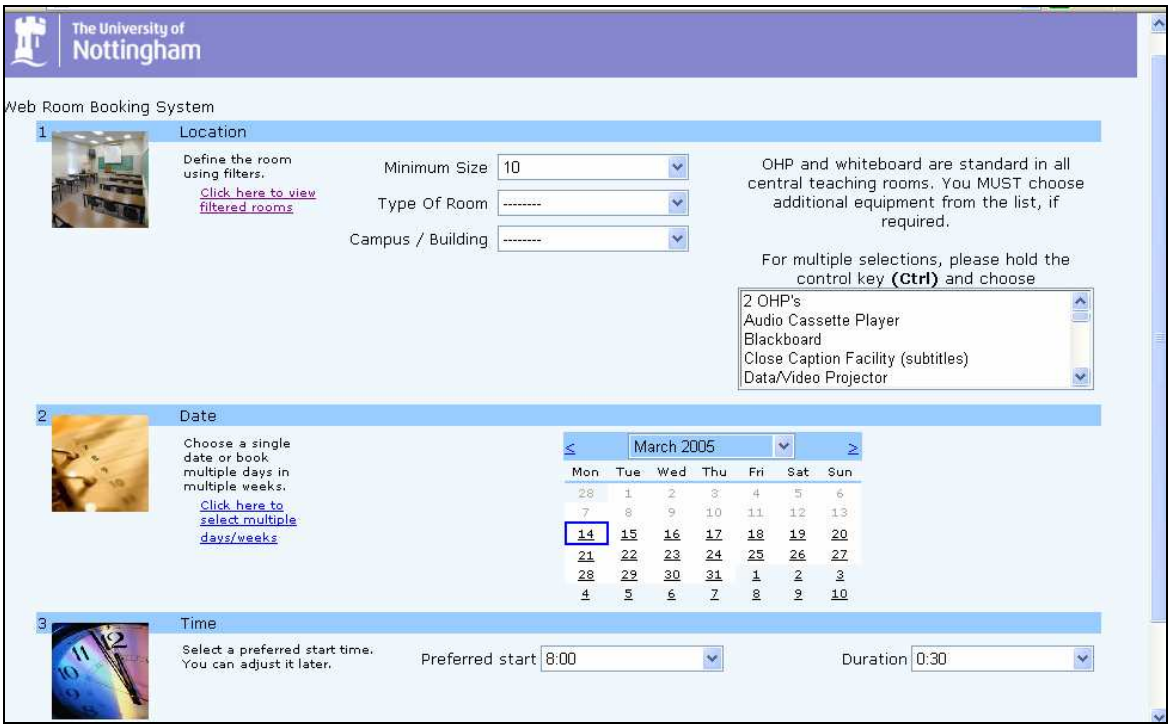


When you first go to the web room booking product you will need to sign in using your Novell Username and Password.

Click on the **Sign in** button to gain access to the room booking system.

Nb: If you have any problems signing in, please contact the IT staff helpline on 16677

This is the screen you will see when you gain access to the system.


The University of Nottingham
Web Room Booking System
1 Location
Define the room using filters.
Click here to view filtered rooms
Minimum Size 10
Type Of Room
Campus / Building
OHP and whiteboard are standard in all central teaching rooms. You MUST choose additional equipment from the list, if required.
For multiple selections, please hold the control key (Ctrl) and choose
2 OHP's
Audio Cassette Player
Blackboard
Close Caption Facility (subtitles)
Data/Video Projector
2 Date
Choose a single date or book multiple days in multiple weeks.
Click here to select multiple days/weeks
March 2005
Mon Tue Wed Thu Fri Sat Sun
3 Time
Select a preferred start time. You can adjust it later.
Preferred start 8:00
Duration 0:30

In the first section, you must enter the minimum size of your group.

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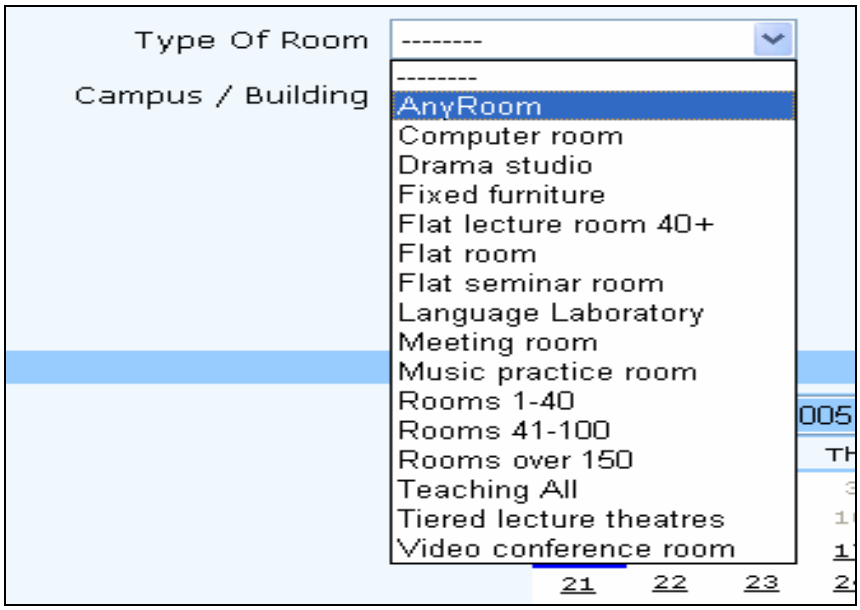
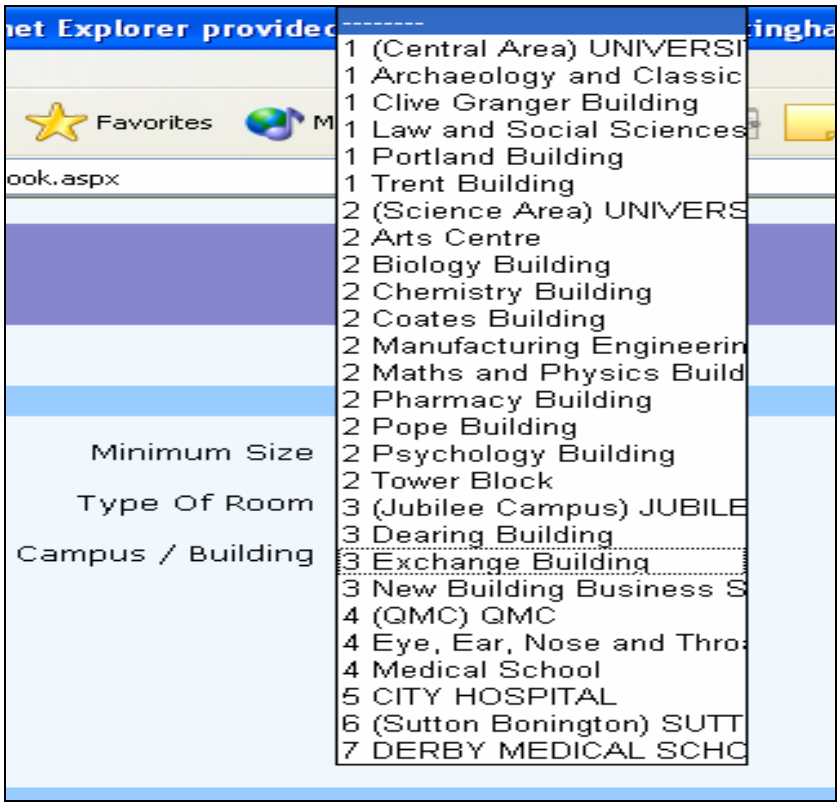
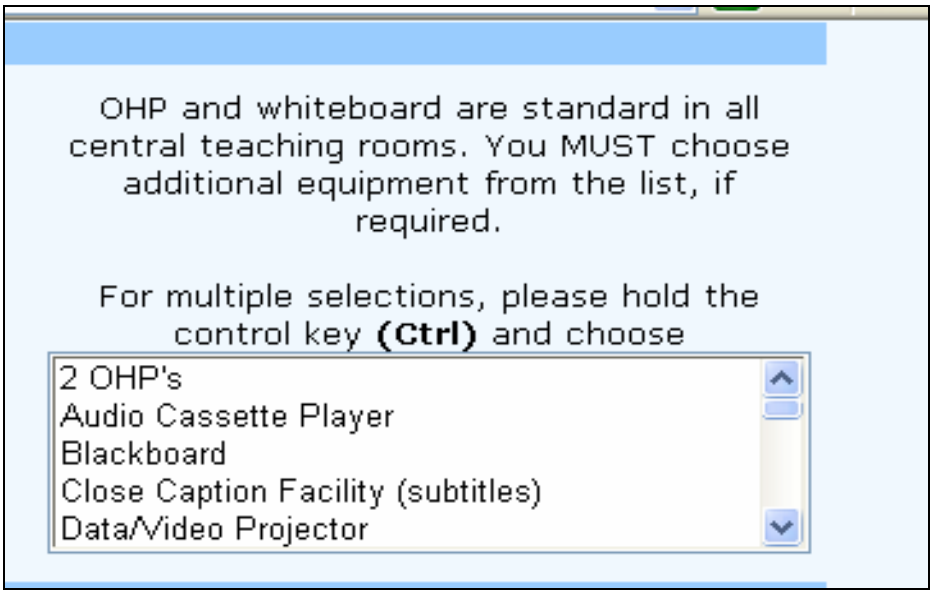


The second section asks for the type of room you are looking for. Please select by clicking on the down arrow. If you do not select the type of room, the system will show all rooms available (including computer rooms, language labs etc).



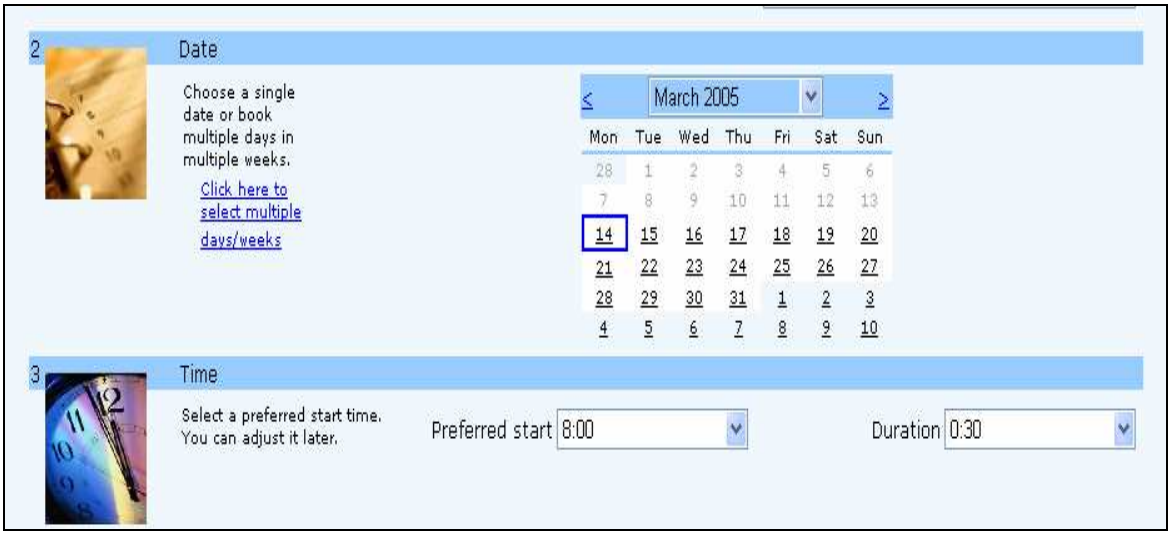
You can also select which building you require your room in or select the Zone you wish to book the room for i.e. Central Area – University Park, Science Area – University Park, Jubilee Campus – Jubilee etc. If you do not select a zone/building, a list of all available rooms will show.

How to use the Web Room Booking Product


OHP and whiteboard are standard in all central teaching rooms. You MUST choose additional equipment from the list, if required.
For multiple selections, please hold the control key (Ctrl) and choose
2 OHP's
Audio Cassette Player
Blackboard
Close Caption Facility (subtitles)
Data/Video Projector

You must select any additional equipment required for your event. You can select multiple selections by holding the control key (CTRL).

The next process of booking a room is selecting the date and time of your booking:-


2
Date
Choose a single date or book multiple days in multiple weeks.
Click here to select multiple days/weeks
March 2005
Mon Tue Wed Thu Fri Sat Sun
3
Time
Select a preferred start time. You can adjust it later.
Preferred start 8:00
Duration 0:30

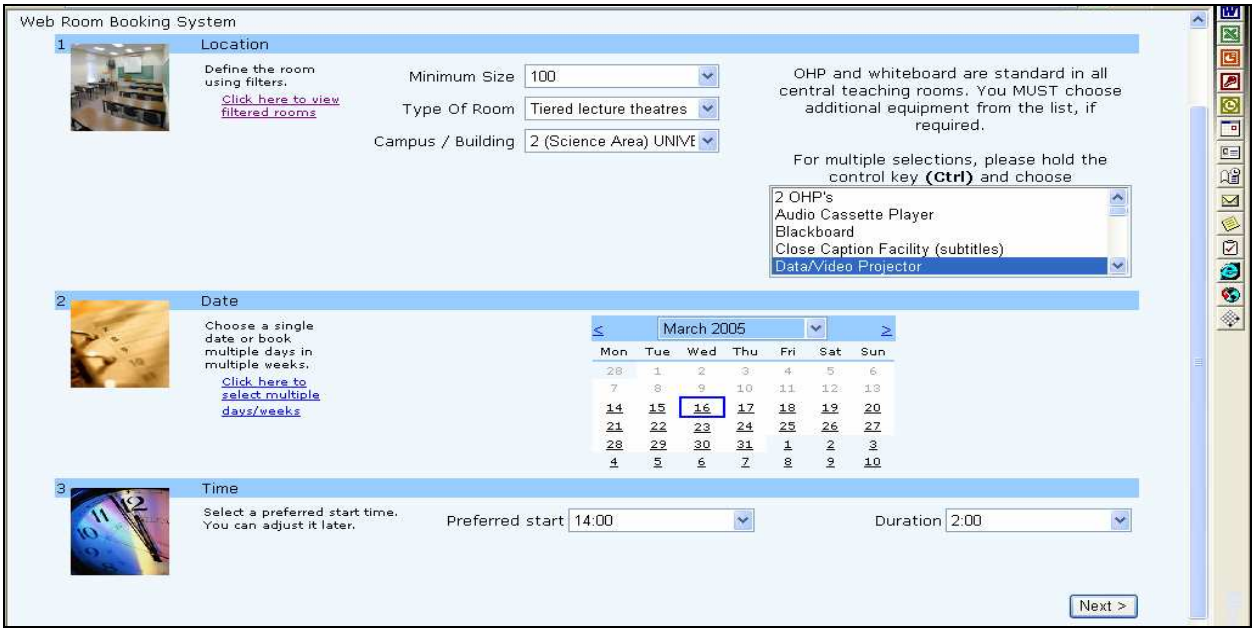
Select the **date** you wish to book a room for by using the calendar above. If you wish to book a different month use the drop down menu (click on the down arrow by the month) or click on the forward arrow (**>**). You can also select multiple weeks/days by clicking on the **Click here to select multiple days/weeks.**

Select the **preferred start** time you wish to book the room for. Duration is in half hourly periods.

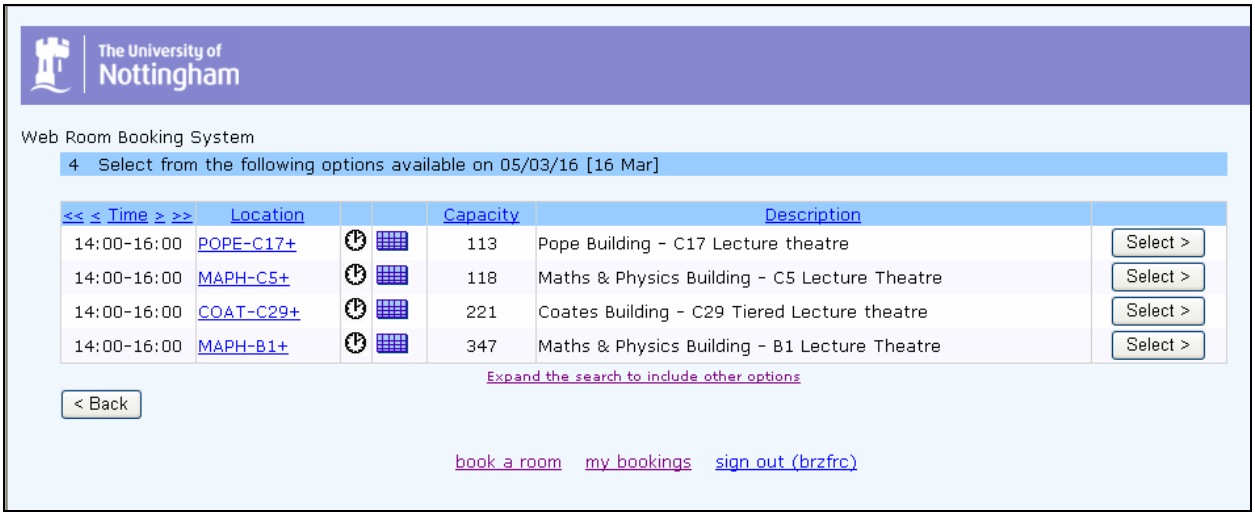
When you have completed all the fields satisfactorily, please click on next to find out what rooms are available.

How to use the Web Room Booking Product

For example: I have selected a minimum size of 100, type of room is tiered lecture theatre and the campus/building I have chosen is in the science area. The chosen equipment is a Data/Video Projector. The date I have chosen is the 16th March 2005 and time is 14:00 for two hours.


Web Room Booking System
1 Location
Define the room using filters.
Click here to view filtered rooms
Minimum Size 100
Type Of Room Tiered lecture theatres
Campus / Building 2 (Science Area) UNIVE
OHP and whiteboard are standard in all central teaching rooms. You MUST choose additional equipment from the list, if required.
For multiple selections, please hold the control key (Ctrl) and choose
2 OHP's
Audio Cassette Player
Blackboard
Close Caption Facility (subtitles)
Data/Video Projector
2 Date
Choose a single date or book multiple days in multiple weeks.
Click here to select multiple days/weeks
March 2005
Mon Tue Wed Thu Fri Sat Sun
3 Time
Select a preferred start time. You can adjust it later.
Preferred start 14:00
Duration 2:00
Next >

Here are the results:-


The University of Nottingham
Web Room Booking System
4 Select from the following options available on 05/03/16 [16 Mar]
<< < Time > >>
Location
Capacity
Description
14:00-16:00 POPE-C17+ 113 Pope Building - C17 Lecture theatre Select >
14:00-16:00 MAPH-C5+ 118 Maths & Physics Building - C5 Lecture Theatre Select >
14:00-16:00 COAT-C29+ 221 Coates Building - C29 Tiered Lecture theatre Select >
14:00-16:00 MAPH-B1+ 347 Maths & Physics Building - B1 Lecture Theatre Select >
Expand the search to include other options
< Back
book a room
my bookings
sign out (brzfrc)

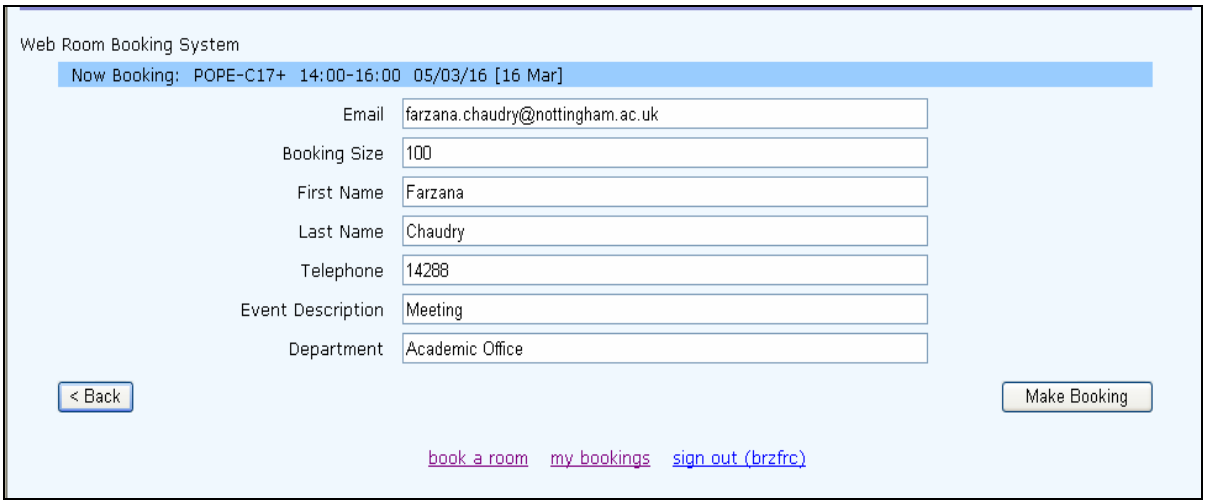
There are four rooms available in the science area with all the requirements. You can view the location details by clicking on the **Location** name. You can also expand the search to incorporate other options.

If you press the clock symbol, this will bring up list of other available times for that particular room.

If you press the grid symbol, this will bring up a timetable of the room on the date(s) requested.

How to use the Web Room Booking Product

You will then need to click on the select button to be able to book the room you have chosen.

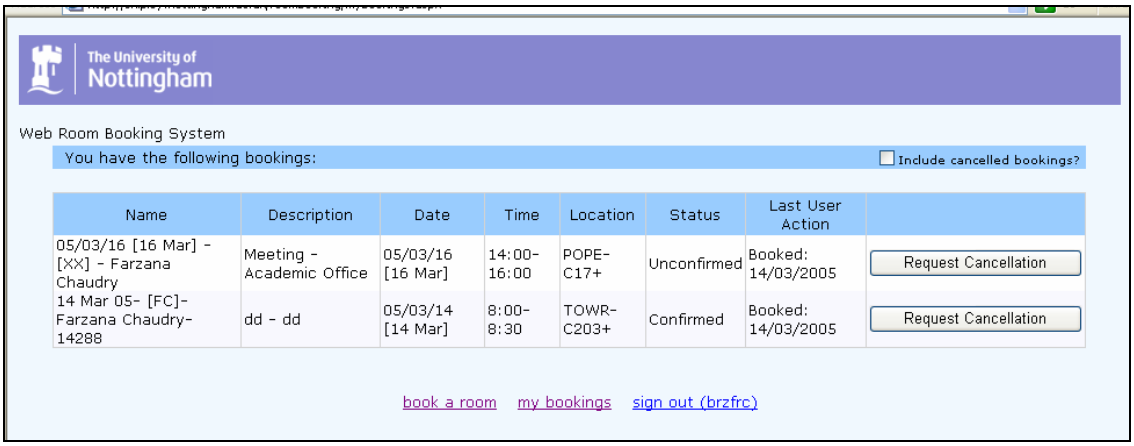


Please fill-in all the details as above and click on make booking. You will then be taken to the request submitted page which will be sent to the room booking system. A confirmation email will be sent when the booking has been scheduled on the room booking system.

The University of Nottingham
Web Room Booking System
Request submitted
POPE-C17+ has been requested for you, from 14:00 to 16:00 on 05/03/16 [16 Mar]. Thank you
Book Another
book a room
my bookings
sign out (brzfrc)

Once you are signed in, you are able to check the current bookings you have made by clicking on my bookings.

How to use the Web Room Booking Product



If you wish to cancel a booking, you can **Request Cancellation** and a confirmation email will be sent.